



Interim Reviews in the Performance Appraisal Application, Version 3

Step-by-Step Guide

Interim Reviews in PAAv3: Step-by-Step Guide

An Interim Review is an assessment describing an employee's year-to-date progress on performance expectations, including job objectives and associated contributing factors. At least one formal interim review is required during the rating cycle.

This guide shows how to document an interim review in the Performance Appraisal Application (PAA), version 3, but remember that one of the most important things about the review is the performance conversation itself.

Either the employee or the rating official can initiate the interim review:

- If employees have ownership of their performance plan, they can create an interim review, add their self-assessment, and transfer the plan to the rating official (start on slide 9).
- If the rating official has ownership, he/she should return them to the employee(s) first; this can be done all at once using the "Apply Action(s) to Multiple Employees (PAA)". Starts on slide

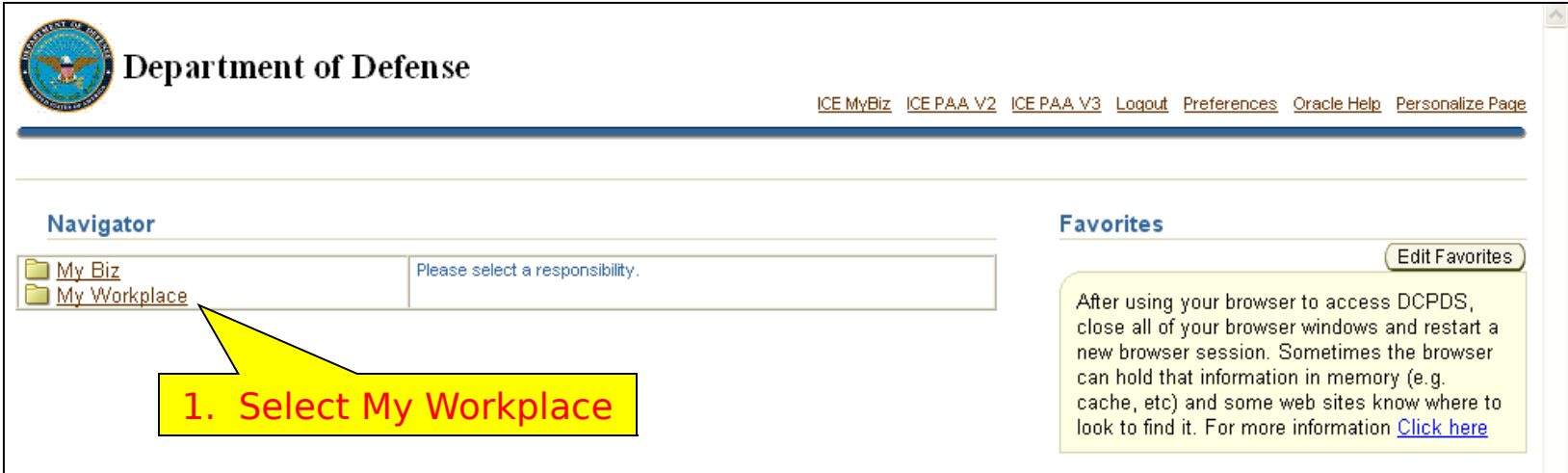
Sequence of Events

Who	Action (linked)	Slides
Rating Official	Transfer plans to employees	4-8
Employee	Create interim review, add self-assessment, transfer to rating official	9-17
Rating Official	Review employee assessments, add supervisory assessments, obtain higher level review	18-29
Higher Level Reviewer	Review assessments, approve or return for changes	30-37
Rating Official	Conduct interim review discussion; obtain employee acknowledgement	38-44
Employee	Acknowledge interim review	45-48

Interim Review: Rating Official Actions

- Transfer performance plans to employees

Transfer performance plans to employees:



Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

Navigator

My Biz
My Workplace

Please select a responsibility.

1. Select My Workplace

Favorites Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)



Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help Personalize Page

Navigator

My Biz
My Workplace

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)
- My Employee Information
- Update My Information
- Apply Action(s) to Multiple Employees (PAA)

NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

2. Select Apply Actions to Multiple Employees (PAA)

Favorites Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

New Interactive Customer Evaluation (ICE) replaces My Biz Suggestions



Performance Appraisal Application (PAA)

Version 3.0

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Apply Action(s) to Multiple Employees (PAA)

[Switch to HLR Actions on Multiple Employees](#)

[Need Help?](#)

Available Actions

Select an action from the list below and then select Start to display the appraisals for which you can apply the action.

Select Action

- ☒ Change Higher Level Reviewer
- ☐ Change Rating Official
- ☐ Copy Employee's Current Plan for Next Rating Cycle
- ☐ Copy One Active Plan to Multiple Employees
- ☐ Document Communication of the Plan (Must be Current Owner)
- ☐ Document Communication of the Final Rating (Must be Current Owner)
- ☐ Document Communication of the Interim Review (Must be Current Owner)
- ☐ Request or Document Higher Level Review of the Plan (Must be Current Owner)
- ☐ Request or Document Higher Lvl Review of Interim Review (Must be Current Owner)
- ☐ Retrieve Plan/Appraisal from Employee
- ☐ Retrieve Plan/Appraisal from Higher Level Reviewer
- ☐ Transfer to Employee (Must be Current Owner)
- ☐ View/Print Current Employee Appraisal Info

Note other mass actions that you can use later in the interim review process: higher level review, and communication of the interim review.

Select Transfer to Employee

[Cancel](#)

[Start](#)



Performance Appraisal Application (PAA)

Version 3.0

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Transfer to Employee

☒ **TIP** Please enter the current Rating Official's name of the employees the action will be applied to. Select the Find button.

* Indicates Required Field

* Current Rating Official

Current PAA Status

Appraisal Year

You must enter at least your name as the rating official (other items are optional).

Then select "Find"

[Need Help?](#)

Search Results

Select the records to which the action should be applied and select Next.

[Select All](#) | [Select None](#)

Select	Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
<input type="checkbox"/>	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Interim in Progress
<input type="checkbox"/>	Nolda, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed

Select all, or select individual employees, then select Next



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When you are done, select
Logout

Transfer to Employee

Rating Official Notification to Employees

Click Transfer to Employee to share the appraisal with the employee.

[Need Help?](#)

Notification Comments

Enter your message and click Transfer to Employee to share the appraisal with the employee.

Notice: You are about to contact the individuals below by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy action information in your e-mail.

Please create your interim review if you have not already done so, and enter your self-assessment, then return your plan to me NLT Friday. Thanks...

Enter the message that will
accompany your email
notification to your
employees

Then select "Transfer
to Employee"

Transfer to Employee

Cancel

Selected Employees

Employee Name	Current Owner	Appraisal Year	Appraisal Id	Plan Approval Date	Plan Status	Current PAA Status
Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	Approved	Interim in Progress
Nolda, Deangelo	Wattenberg, Britteny	2010	32538	15-Dec-2008	Approved	Closeout Completed

Interim Review: Employee Actions

- Create interim review
- Enter interim review self-assessment
- Transfer plan to rating official

Employee: Create interim review:

The screenshot shows a 'Navigator' sidebar with a 'My Biz' folder. A yellow callout box labeled '1. Select My Biz' points to the 'My Biz' folder. Another yellow callout box labeled '2. Select Performance Appraisal Application (PAA)' points to the 'Performance Appraisal Application (PAA)' link in the 'My Biz' menu.

1. Select My Biz

2. Select Performance Appraisal Application (PAA)

The screenshot shows the 'Performance Appraisal Application (PAA) Version 3.0' page. It includes a header with the ICE logo and navigation links. The main heading is 'Please Select Appropriate Performance Appraisal Application Version'. Below this, there are two sections: 'Use Performance Appraisal Application Version 2.0 to complete fiscal year 08 annual appraisal activities' with a button for 'Performance Appraisal Application - Version 2', and 'Use Performance Appraisal Application Version 3.0 to build fiscal year 09 performance plans' with a button for 'Performance Appraisal Application - Version 3'. A yellow callout box labeled '3. Select Performance Appraisal Application - Version 3' points to the 'Performance Appraisal Application - Version 3' button. Another yellow callout box labeled 'Note: PAA Version 2 will no longer be available after March 2009' points to the 'Performance Appraisal Application - Version 2' button.

Performance Appraisal Application (PAA)
Version 3.0

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Please Select Appropriate Performance Appraisal Application Version

Use Performance Appraisal Application Version 2.0 to complete fiscal year 08 annual appraisal activities

[Performance Appraisal Application - Version 2](#)

Use Performance Appraisal Application Version 3.0 to build fiscal year 09 performance plans

[Performance Appraisal Application - Version 3](#)

3. Select Performance Appraisal Application - Version 3

Note: PAA Version 2 will no longer be available after March 2009

[About this Page](#) [ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#)

9 Mar 2009

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Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Plan Approved	Update

Select the link to search for completed plans.

▶ [Show Completed Plans/Appraisals](#)

Make sure Action shows
"Update," then select
"Go"

NSPS PAA

Employee Information
 Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Select the Interim Reviews tab

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

Plan Details
 This screen provides information about the status of your performance plan. [Need Help?](#)

Plan **Interim Reviews** Annual Appraisal Other Assessments Reports/Forms

Interim Reviews [Need Help?](#)

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

Select Create Interim Review

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when a review has not been approved.
- To complete other actions described above, select the button under the Action column.

[Create Interim Review](#)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

Employee: Add your self-assessment:

Assessments Approvals and Acknowledgments

Assessments

This screen allows you to write your self-assessment. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment. [Need Help?](#)

- Select the 'Radio' button next to the Job Objective you want to update.
- Once you have completed your self-assessment for each Job Objective, select the 'Return to Interim Reviews Tab' button, then select the 'Transfer to Rating Official' button.

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Radio buttons control what job objective is displayed

You will add your self-assessment for the interim review one job objective at a time by selecting the radio button for each one... doing so displays that job objective and the block where you enter your assessment (see next slide)...

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Contributing Factor(s)

Cooperation and Teamwork, Communication

Employee Self Assessment

Enter your self-assessment for job objective #1 here.

It is usually preferable to compose your assessment in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)
 Counter

Contributing Factor(s)

Cooperation and Teamwork, Communication

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

(Limit to 2000 characters)

**Character limit:
2000**

Counter

Counter 1197

Rating Official Assessment

**When done, select
the Save and
Return to Top of
Page button (or
scroll up)**

Save and Return to Top of Page

Job Objectives

Select	Number	Job Objective Title	Status	Weight % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspection review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and organizational change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Select next objective...

Contributing Factor(s)

Resource Management

Employee Self Assessment


...then enter your self-assessment for job objective #2 here.

Continue until you have added your assessments for all your objectives.

(Limit to 2000 characters)

Counter

Employee: Transfer your plan back to your rating official:

**Performance Appraisal Application (PAA)**
Version 3.0

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Return to Interim Reviews Tab

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

Select

Select

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

You will have an option to provide an email notification to your rating official.

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Appraisals of Newton, Vasiliki

Rating Official is now the owner

Create New Plan

--Choose a Plan Type-- Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	View Go

Current status:
Interim in
Progress

9 Mar 2009

17

Interim Review: Rating Official Actions

- **Review employee's self-assessment**
- **Add your assessment**
- **Obtain or document higher level review**

Navigator

- My Biz
- My Workplace**

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)**
- My Employee Information
- Update My Information
- Apply Action(s) to Multiple Employees (PAA)

NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

Favorites


Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g.) and some web sites know where to

2. Select Performance Appraisal Application (PAA)

New (ICE) replaces My Biz Suggestions

1. Select My Workplace



Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Please Select Appropriate Performance Appraisal Application Version

Use Performance Appraisal Application Version 2.0 to complete fiscal year 08 annual appraisal activities

[Performance Appraisal Application - Version 2](#)

Use Performance Appraisal Application Version 3.0 to build fiscal year 09 performance plans

[Performance Appraisal Application - Version 3](#)

Note: PAA Version 2 will no longer be available after March 2009

3. Select Performance Appraisal Application - Version 3

[About this Page](#) | [ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#)

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

Show Me Appraisal Year

--Choose a

Make sure Action shows
"Update," then select

"Go"

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	<input type="text" value="Update"/> <input type="button" value="Go"/>
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

Note Current PAA Status is
"Interim in Progress"

NSPS PAA - Rating Official

[Transfer to Employee](#)[Track Progress](#)[Return to Main Page](#)

Employee Information

Employee Name **Newton, Vasil**

[▶ Show Employee Details](#)

Select the Interim Reviews

tab

Plan

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

Plan Details

Mission Goals

Job Objectives

Component Unique (Optional)

Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan.

[Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official and/or Higher Level Reviewer](#)

Employee Information

Employee Name **Newton, Vasiliki**

[▶ Show Employee Details](#)


Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Interim Reviews

[Need Help?](#)

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Newton, Vasiliki	26-Feb-2009		Initiated				<input type="button" value="Update"/>	

Select the Update button

Review the employee's self-assessment and add yours:

Assessments Approvals and Acknowledgments

Assessments

This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your assessment.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgements' button to begin the approvals process.

Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.

[Need Help?](#)

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Radio buttons control what job objective is displayed

You will review the employee's self-assessment and add yours for interim review one job objective at a time by selecting the radio button for each one...doing so displays that job objective and the assessment blocks (see next slide)...

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Review employee's self-assessment for job objective #1 here.

Rating Official Assessment

Enter your supervisory assessment for job objective #1 here.

It is usually preferable to compose your assessment in Word, then copy and paste the text for the first objective into this block.

(Limit to 2000 characters)

Counter

[Save and Return to Top of Page](#)

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. This objective is on track for successful completion during this rating cycle.

CF Cooperation and Teamwork was displayed by Mr. Newton's coordination of this project with the other team members.

CF Communication was demonstrated by his constant work with both the team and the office staff.

**Character limit:
2000**

Counter

(Limit to 2000 characters)

Counter 525

Save and Return to Top of Page

When done, select the Save and Return to Top of Page button (or scroll up)

Select Job Objective

2

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input type="radio"/>	1	Program review and analysis	APPROVED	40
<input checked="" type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

As required, participate in evaluation and inspection teams and study groups formed to evaluate logistics readiness support to units and activities. Based on inspections, review and studies, prepares and submits detailed analyses and/or reports with technical evaluation and recommendations for policy, process, and procedural change (reviewed by supervisor for quality, accuracy, and completion) within supervisor established suspense date.

Employee Self Assessment

I participated in two teams to evaluate logistics readiness at this installation, one in the supply department and one in the maintenance department. For both the studies I prepared the final reports containing our findings, obtained team concurrence on the conclusions, and submitted them to the management within the time frames established.

CF Resource Management was above average in that the results of our team's work included sound recommendations that will improve logistical readiness and at the same time demonstrate fiscal responsibility.

...then review employee's self-assessment for job objective #2 here...

Rating Official Assessment

...and enter your assessment for job objective #2 here.

Continue until you have reviewed and added your assessments for all objectives.

Initiate the higher level review process:

Create/Update Interim Review

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Newton, Vasiliki**

[▶ Show Employee Details](#)

Interim Review Initiator **Wattenberg, Britteny**

Interim Review Status **Initiated**

Interim Review Number **2**

Assessments

Approvals and Acknowledgments

**Select Approvals and Acknowledgements
tab**

Assessments

Approvals and Acknowledgments

**Note: In Army Higher Level Review
is required for official Interim
Reviews**

Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Not Started	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

**Select the Start
button**

Higher Level Review (HLR) of official Interim Reviews is required,
but there are two options for documenting that this review has occurred:

Option A: Transfer the plan to the higher level reviewer.


Option B: Document that the higher level review has taken place

(without actually transferring the plan).



Either option can be done for multiple employees at once (see slide 4).

Option A - Transfer to Higher Level Reviewer (HLR)

Name	Title
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer

Change Higher Level Reviewer: 

Option B - Document the higher level review has taken place by entering the following information:

Higher Level Reviewer:  Method of Review:
Review Date:  Other Method:

Progress Bar:


Step	Status	Action
Step 1: Rating Official - Request or Document Higher Level Review (If Required)	Not Started	(Start)
Step 2: Higher Level Reviewer - Review (If Required)	Not Started	
Step 3: Rating Official - Document Communication to Employee	Not Started	(Start)
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	

Option A: Select one of the Transfer options (with or without email notification) - see next slide

In either option, if this is not the right HLR name, replace it with the right HLR name - enter some or all of the last name and select the flashlight icon

Option B: Enter review date and method of review, then select the Save button

Option A - Transfer to Higher Level Reviewer (HLR)

Name	Title
Wattenberg, Britteny	Rating Official
Arqueta, Floyd C	Higher Level Reviewer
Change Higher Level Reviewer	<input type="text" value="Arqueta, Floyd C"/> 

Message to Higher Level Reviewer

Floyd, interim review for Newton is ready for your review.

Option A, continued: Enter your email message and select the Transfer button



Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) [ICE PAA V2](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Information

The interim review has been transferred to the Higher Level Reviewer.

**Transfer verified, select
OK**

Interim Review: Higher Level Reviewer Actions

- **Review interim review assessments**
- **Approve the interim review, or return it for changes**

Navigator

- My Biz
- My Workplace**

My Workplace

- All Actions Awaiting Your Attention
- Performance Appraisal Application (PAA)**
- My Employee Information
- Update My Information
- Apply Action(s) to Multiple Employees (PAA)

NSPS Performance Management Reports

- View/Print Performance Management Reports
- View Previous Requests

Favorites


Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g.) and some web sites know where to

1. Select My Workplace

2. Select Performance Appraisal Application (PAA)

New (ICE) replaces My Biz Suggestions



Performance Appraisal Application (PAA)

Version 3.0

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Please Select Appropriate Performance Appraisal Application Version

Use Performance Appraisal Application Version 2.0 to complete fiscal year 08 annual appraisal activities

[Performance Appraisal Application - Version 2](#)

Use Performance Appraisal Application Version 3.0 to build fiscal year 09 performance plans

[Performance Appraisal Application - Version 3](#)

Note: PAA Version 2 will no longer be available after March 2009

[About this Page](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#)

3. Select Performance Appraisal Application - Version 3

Make sure Action shows
"Update," then select

"Go"

Note Current PAA Status is
"Interim Pending HLR
Approval"

Plans/Appraisals In Progress

Show Me Appraisal Year

Table Size

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Status	Current PAA Status	Action
Newton, Vasiliki	Arqueta, Floyd C	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim Pending HLR Approval	<input type="button" value="Update"/> <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	<input type="button" value="View"/> <input type="button" value="Go"/>
Michelotti, Ernie U	Berrones, Pete	Berrones, Pete	2010	32550	08-Oct-2008	NSPS	Approved	Interim in Progress	<input type="button" value="View"/> <input type="button" value="Go"/>

NSPS PAA - Higher Level Reviewer

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

Select the Interim Reviews

tab

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.

[Need Help?](#)

Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	16-Oct-2008
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Wattenberg, Britteny
Appraisal Effective Date	01-Jan-2010		
Rating Official Name	Wattenberg, Britteny		
Higher Level Reviewer Name	Arqueta, Floyd C		

[NEXT>](#)

NSPS PAA - Higher Level Reviewer

[Track Progress](#)[Return to Main Page](#)

Employee Information

Employee Name **Newton, Vasiliki**

[▶ Show Employee Details](#)

[Plan](#)[Interim Reviews](#)[Annual Appraisal](#)[Other Assessments](#)[Reports/Forms](#)

Interim Reviews

This screen provides information about your employee's Interim Review.

[Need Help?](#)

- To view a pending Interim Review, select the 'Update' button.
- To view a completed Interim Review, select the 'View History' button.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Wattenberg, Britteny	26-Feb-2009		Initiated				Update	

Select the Update button

HLR: Review the employee's and supervisor's assessments:

Assessments Approvals and Acknowledgments

Assessments

This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your assessment.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgements' button to begin the approvals process.

Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.

[Need Help?](#)

Job Objectives

Select	Number	Job Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	Program review and analysis	APPROVED	40
<input type="radio"/>	2	Evaluation and inspection	APPROVED	30
<input type="radio"/>	3	Industrial property software	APPROVED	30

Job Objective

Accomplish the review, analysis and evaluation of current or projected industrial property programs in accordance with established timelines and applicable laws, regulations, agreements and policies (as it relates to specific program). Coordinate with representatives of other installations, other components, and DoD agencies in developing, monitoring and evaluating joint industrial property programs. Based on these reviews and analysis, complete program enhancements in a timely manner per published component guidance.

Radio buttons control what job objective is displayed

You review the employee's self-assessment and the rating official assessment one job objective at a time by selecting the radio button for each one...doing so displays that job objective and the assessment blocks (see next slide)...

Employee Self Assessment

During this rating cycle, I worked on the best practices initiative for logistics streamlining. I met with contractors and representatives from other components and we reviewed current best practices documentation and developed our own set of best practices for consideration by the Logistics Steering Committee. The Committee approved all the recommendations and commended the team for a good job. The initiative was faced with challenges resulting from the widely dispersed team members (making it difficult to meet), and a very tight time frame imposed by the Committee. As a result of our efforts, the streamlining process is well under way and we've reduced logistics timeframes by 17% overall, with further improvements anticipated in the future as more best practices are employed.

CF Cooperation and Teamwork was displayed by the commendation received by the members of the streamlining team from the Steering Committee.

CF Communication was demonstrated by the requirement for me to present findings to the Steering Committee, comprised of high-ranking officers and executives from different departments. I was complimented for the accuracy and succinctness of my briefing.

Rating Official Assessment

Mr. Newton was our chief representative for the best practices initiative for logistics streamlining. He did a great job in meeting with contractors and representatives from other components and made this office look good. This objective is on track for successful completion during this rating cycle.

CF Cooperation and Teamwork was displayed by Mr. Newton's coordination of this project with the other team members.

CF Communication was demonstrated by his constant work with both the team and the office staff.

(Limit to 2000 characters)

Counter 525

Save and Return to Top of Page

When done, select the Save and Return to Top of Page button (or scroll up) and select the next job objective

**The HLR can either approve the interim review or return it.
The HLR cannot make changes- if a change is needed, the plan must
be returned to the rating official to make the change.**

Assessments

Approvals and Acknowledgments

Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

If the 'Approve' or 'Return for Change' button is active under Step 2, select it to complete the process.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required).	Completed	
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Pending Approval	<input type="button" value="Approve"/> or <input type="button" value="Return for Change"/>
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Higher Level Reviewer Notification to Rating Official - Wattenberg, Britteny

Note: this rating official does not have an email address registered in My Biz, so cannot receive email notification

[Need Help?](#)

The recipient does not have an e-mail address on file. Please contact the individual directly. Select Transfer To Rating Official without E-mail Notification to complete this task.

Information

Do you wish to approve the Interim Review for Newton, Vasiliki?

Select Yes if you approve the Interim Review

Interim Review: Rating Official Actions

- **Document the Interim Review conversation with the employee**
- **Obtain or document the employee's acknowledgment**

Rating Official Actions: Document the Interim Review conversation with the employee and the employee's acknowledgment.

This step is done whether you used Option A or Option B to document higher level review.

Log into My Workplace and PAA version 3 as before (see slide 18). Starting at the main page:

Plans/Appraisals In Progress

Show Me Appraisal Year

Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Wattenberg, Britteny	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim Review Approved by HLR	<input type="button" value="Update"/> <input type="button" value="Go"/>
Nolda, Deangelo	Wattenberg, Britteny	Wattenberg, Britteny	2010	32538	15-Dec-2008	NSPS	Approved	Closeout Completed	<input type="button" value="Update"/> <input type="button" value="Go"/>

Make sure Action shows "Update," then select

"Go"

Note current status is "Interim Review Approved by HLR"

NSPS PAA - Higher Level Reviewer

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

Select the Interim Reviews
tab

- Plan
 - Interim Reviews
 - Annual Appraisal
 - Other Assessments
 - Reports/Forms
-
- Plan Details
 - Mission Goals
 - Job Objectives
 - Component Unique (Optional)
 - Approvals and Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.

[Need Help?](#)

Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	16-Oct-2008
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Wattenberg, Britteny
Appraisal Effective Date	01-Jan-2010		
Rating Official Name	Wattenberg, Britteny		
Higher Level Reviewer Name	Arqueta, Floyd C		

[NEXT>](#)

Create/Update Interim Review

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Newton, Vasiliki**

[Show Employee Details](#)

Interim Review Initiator **Wattenberg, Britteny**
Interim Review Status **Initiated**

Interim Review Number **2**

- Assessments
- Approvals and Acknowledgments

Select Approvals and
Acknowledgements tab

You are now on step 3 of the approvals and acknowledgements section where you will document the date of the interim review discussion with the employee:

Assessments Approvals and Acknowledgments

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Completed	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Select the Start button

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Completed	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▼ Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date

Communication Method

Other Method

[Save and Transfer to Employee for Acknowledgement](#) [Save and go to Step 4](#)

▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
------------------------	--	-------------	--------------------------

Enter communication date and method

Select appropriate option*

* Two options of documenting employee receipt: Transfer the plan to the employee for them to acknowledge, or document that they receive the interim review without transferring the plan ("Save and go to Step 4")

If you transfer the plan to the employee, the email notification message is already written for you that tells the employee what to do:

Select the Transfer to Employee with email notification button

Rating Official Notification to Employee - Newton, Vasiliki

Cancel

Transfer to Employee without E-mail Notification

Transfer to Employee with E-mail Notification

[Need Help?](#)

Message To Employee

This screen provides space for you to send your employee a message regarding his or her Interim Review. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application and select the Interim Review tab and then the Approvals and Acknowledgments tab and complete Step 4. Once you have acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans/Appraisals area of the Performance Appraisal Application Main Page.

Notice: You are about to contact Newton, Vasiliki by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel

Transfer to Employee without E-mail Notification

Transfer to Employee with E-mail Notification

Confirmation message

Confirmation

The appraisal has been submitted to the employee.

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If you are going to document employee receipt without transferring the plan*:

Assessments Approvals and Acknowledgments

Approvals and Acknowledgments

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3.	Completed	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▶ Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

Select the Start button

*** This method would normally be used if the employee is unavailable (e.g., TDY, on leave, etc.), or refuses to acknowledge the Interim Review.**

▼ Hide Step 4: Rating Official - Document Employee Acknowledgment Pending Empl Acknowledgment Start

✓ **TIP** These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgement


Other Method

Date

Complete the Acknowledgement (Other requires entering the actual method) and date

Select the Save button

Save

Create Interim Review									
Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
2	Wattenberg, Britteny	26-Feb-2009	02-Mar-2009	Completed	04-Mar-2009	Face to Face	04-Mar-2009	View History	

Status of this Interim Review is now Completed

Upon completion, a “snapshot” of the performance plan with the interim review is available under the Show Completed Plans / App link on the PAA main page of both the employee and the rating official.

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Interim Review: Employee Actions

- Acknowledge interim review after rating official completes action

Log into My Biz → Performance Appraisal Application (PAA) → Performance Appraisal Application Version 3 (see slide 9)

Starting at the main page:

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

Make sure action reads "Update" and select the Go button

Note status: Interim in Progress

NSPS PAA

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)


[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Select the Interim Reviews tab

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

Plan Details
This screen provides information about the status of your performance plan. [Need Help?](#)

04-Mar-2009	05-Mar-2009	Pending Empl Acknowledgment	05-Mar-2009	Face to Face		Update	
-------------	-------------	-----------------------------	-------------	--------------	--	------------------------	---

Employee Information
Employee Name **Newton, Vasiliki**
[Show Employee Details](#)

Interim Review Initiator
Interim Review Status Pending Empl Acknowledgment

Interim Review Number

Select the Approvals and Acknowledgments tab

Assessments Approvals and Acknowledgments

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Approvals and Acknowledgments

This screen provides information regarding the status of your Interim Review.

If the 'Acknowledge Receipt' button is active under Step 4, select it to complete the acknowledgment process.

Select 'Show' to see detailed information about the status of your Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required).	Completed	
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▶ Show	Step 3: Rating Official - Document Communication to Employee	Completed	
▶ Show	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt

Select the
Acknowledge Receipt
button

Appraisals of Newton, Vasiliki

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Newton, Vasiliki	Newton, Vasiliki	Wattenberg, Britteny	2010	32536	16-Oct-2008	NSPS	Approved	Interim in Progress	Update Go

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

A "snapshot" of your appraisal with the interim review information is now available under the Show Completed Plans/Appraisals link on your PAA main page